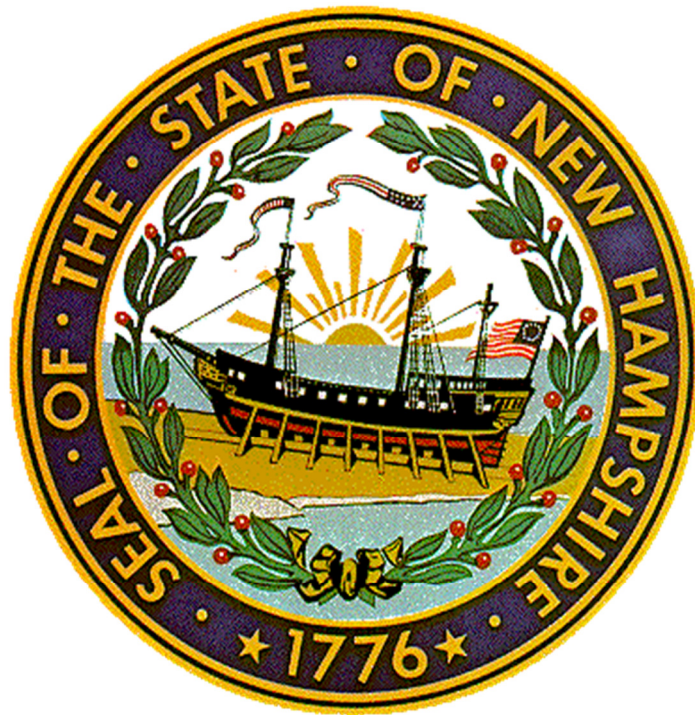


NH FIRST

EMPLOYEE SELF SERVICE (ESS)



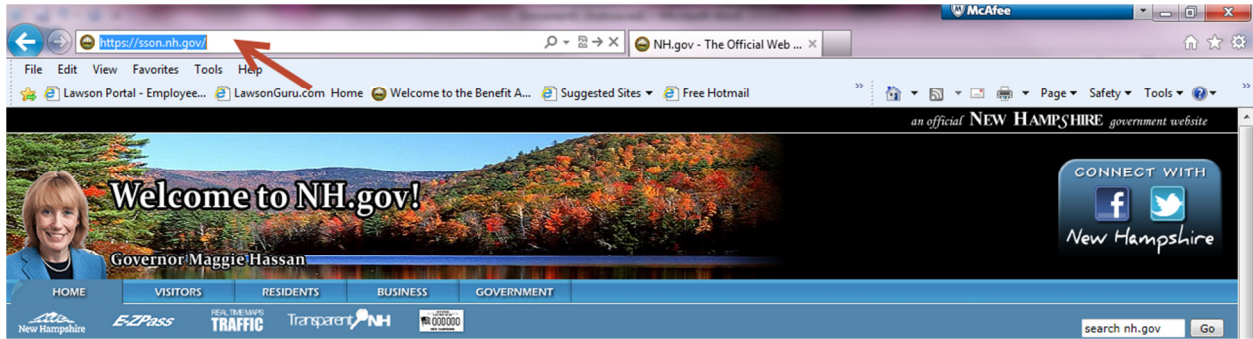
How to Log in to Employee Self Service (ESS)



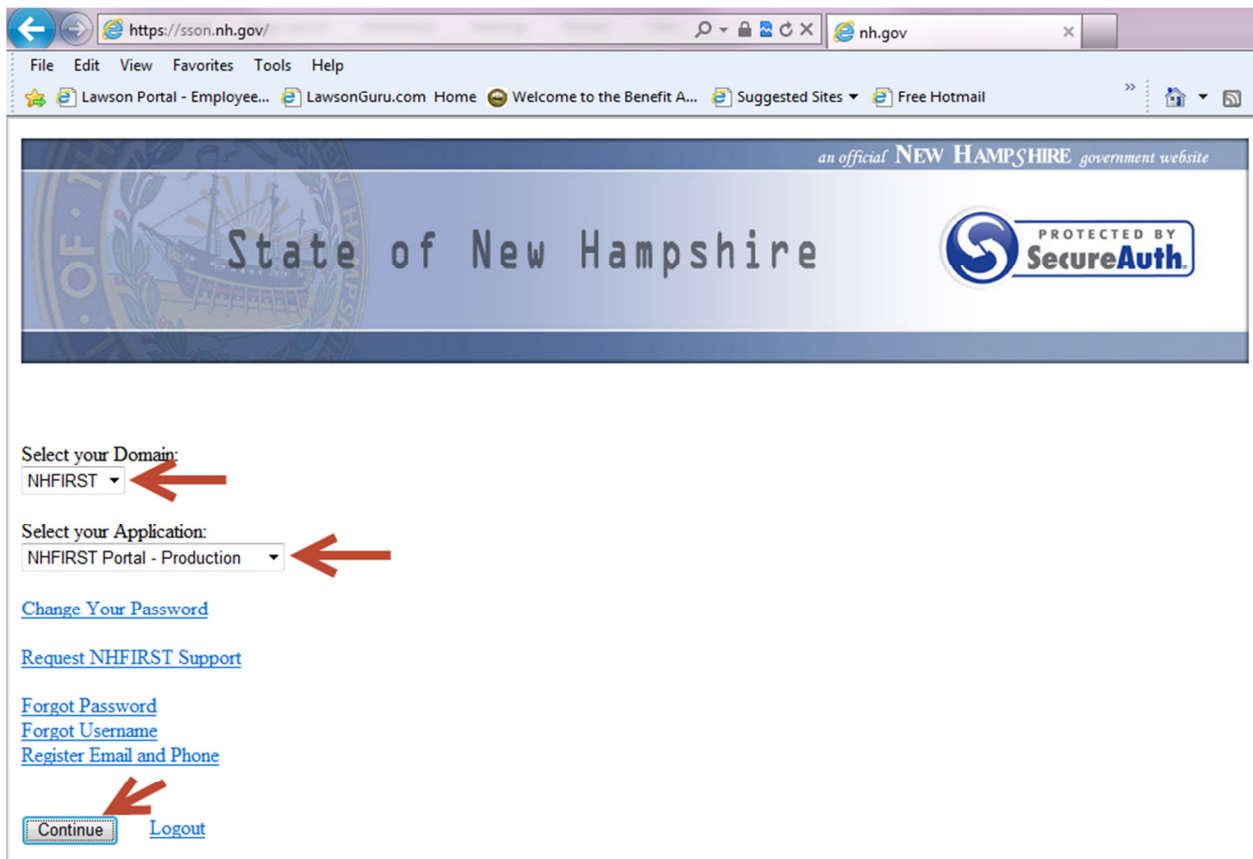
Open an Internet Explorer window either by clicking on the Internet Explorer icon located on your desktop or toolbar or by using the start menu to pick Internet Explorer from the drop down listing. How you can access Internet Explorer may vary from computer to computer.



Once on the home page of your Internet Explorer, type the following web address into the browser address:
https://sson.nh.gov/ and hit enter on your keyboard to bring up the web page for this web address.



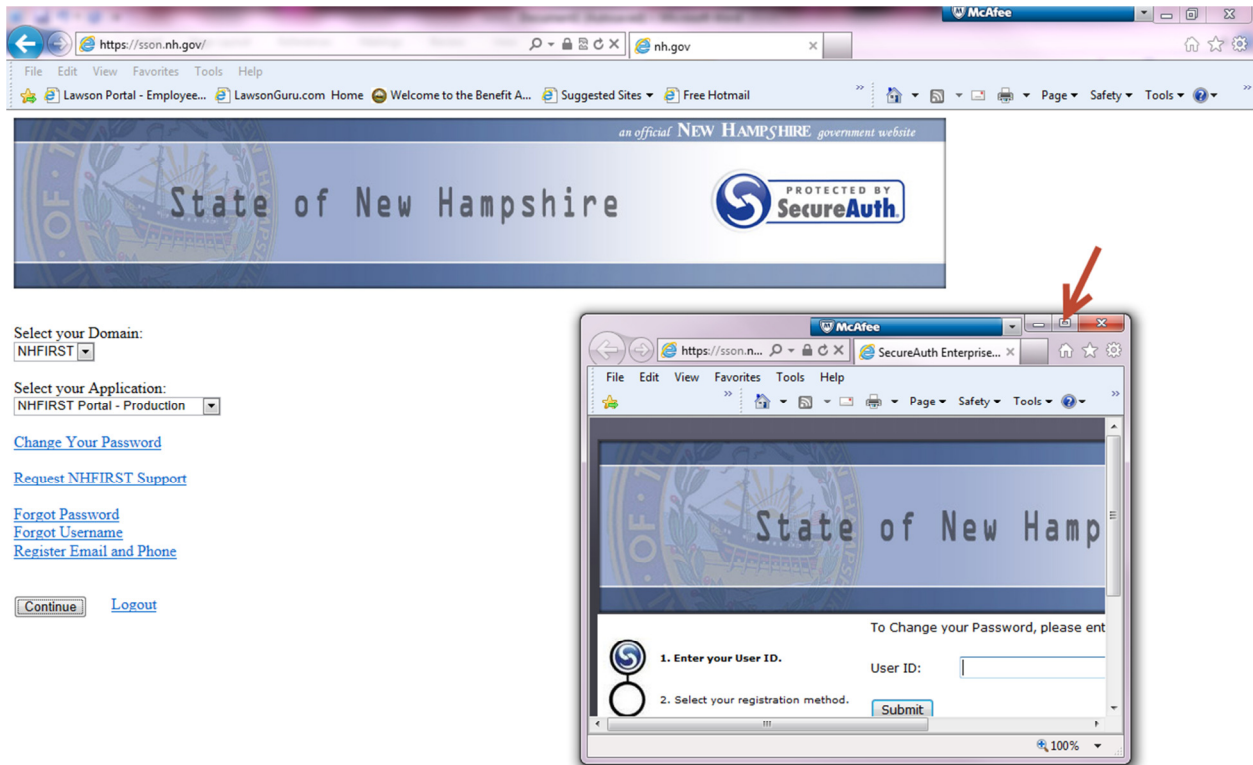
This will take you to the NH FIRST Portal for Employee Self Service



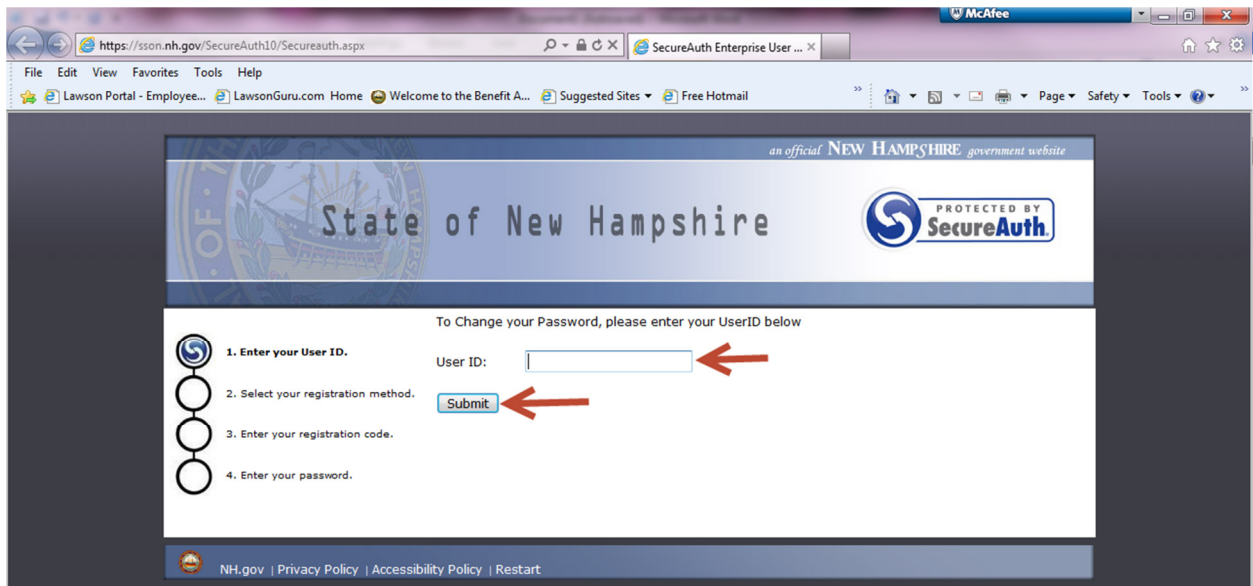
Ensure that:

1. The domain is **NHFIRST** and;
2. The Application is on **NHFIRST Portal-Production**
3. Click on **Continue** to proceed to the secure login screen.

A new window will pop open to allow you to log in using your NH FIRST assigned User ID and password. **Maximize** the new window to display the full screen.



Once the full screen is open, type in your **User ID** and click on **Submit**.



Enter your password in the Password box and click on **Submit**.

an official NEW HAMPSHIRE government website

State of New Hampshire

PROTECTED BY SecureAuth

Please enter the password associated with your User ID.

1. Enter your User ID.
2. Select your registration method.
3. Enter your registration code.
4. Enter your password.

User ID: Josephine.M.UserID@nhfir

Password:

NH.gov | Privacy Policy | Accessibility Policy | Restart

This brings you to the NH FIRST Portal Home Page.

INfor™ Portal Home

Welcome You are in PROD [logout]

Search...

Portal

Common Tasks

- > [Manage Subscriptions](#)
- > [Manage User Options](#)

Useful Information

- > [Portal User Help](#)
- > [KnowledgeBase](#)
- > [Hotkeys Help](#)

Home

- Inbasket ProcessFlow Integrator
- User Level Work
- LBI Desktop
- Batch Utilities
- Time
- Employee Self-Service
- Employee Space
- Vendor Name Search

You have completed logging on to NH FIRST. Refer to other user guides and instructions to perform other tasks in NH FIRST.